



AMERICORPS

Corporation for
NATIONAL &
COMMUNITY
SERVICE



AREA AGENCY ON AGING
REGION ONE, INCORPORATED

POSITION DESCRIPTION

Title: *Wellness Coordinator/Health Promotion Specialist*

Placement Site: Area Agency on Aging - www.aaaphx.org

Agency Overview: The Area Agency on Aging, Region One is a non-profit organization that advocates, develops and delivers essential services to enhance the quality of life for older adults, persons with disabilities, people with HIV/AIDS, and caregivers.

Program Overview:

Coordinate health promotion services for seniors at a designated senior center and recruit and supervise a team of volunteers to assist with activities.

General Responsibilities:

1. Serve as a class leader for *Matter of Balance* or Walk With Ease education classes
2. Serve as a class leader for *Chronic Disease Self Management* (CDSMP) or Nutrition classes
3. Coordinate class schedules for the *Senior Fitness Program*
4. Develop and distribute participant recruitment materials at the senior center and community to promote participation
5. Recruit, supervise and support a small team of volunteers to assist with programs and activities.
6. Schedule classes, register participants, facilitate classroom set-up and logistics with senior center staff.
7. Arrange for health care professionals to conduct screenings for health indicators prior to classes and after conclusion of classes.
8. Collect and maintain data for classes and implement pre- and post-tests or surveys, as appropriate
9. Maintain volunteer time records.

Other Duties:

1. Perform other duties as assigned
2. Perform in a manner that is supportive of the cultural needs of the population (s) served by the program or service

Requirements:

1. Must be 55 years of age or older
2. U.S. citizen or U.S. National or have status as a Lawful Permanent Resident Alien

3. Please note that final candidates will be required to successfully pass a background check before being officially enrolled by the Area Agency on Aging.

Qualifications:

1. Bachelor's degree or commensurate experience
2. Ability to recruit, supervise and empower a team of volunteers to be effective in their roles
3. Good oral communication skills and computer skills
4. Commitment to providing health promotion and education to older adults
5. Must have ability to work with diverse groups of people and serve as a team member
6. Reliable transportation and possession of a valid Arizona Driver's License.

Program Training:

1. Participate in a two-week Orientation and Training
2. Participate in trainings to conduct *Matter of Balance*, *Walk With Ease*, and *CDSMP* education classes
3. Participate in monthly AmeriCorps Member meetings

Benefits: As a part-time AmeriCorps member, you serve 300 - 900 + *hours* and receive a stipend/Living Allowance; education award, upon successful completion of service (this award is *transferrable* to your child, grandchild or foster child); training and professional development opportunities; AmeriCorps Uniform and Area Agency on Aging T-Shirt; FICA, Worker's Compensation, mileage reimbursement, and an enriching experience!

Please note: We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation.